**WORKSHOP CHECKLIST**

Tasks to do and materials required for the risk assessment workshop.

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| --- | --- | --- |
| Task | Responsible agent | Completed |
|  | **Ensure these tasks have been/will be carried out:** |
| Stakeholder invitations sent |  |  |
| Venue and catering arranged |  |  |
| Hazard scenario finalised |  |  |
| Risk statements finalised |  |  |
| Vulnerability/impact presentation (if applicable) |  |  |
| Scenario presentation (if applicable) |  |  |
| Agenda sent |  |  |
| Hazard context presentations arranged (if applicable) |  |  |
|  | **Workshop materials** |
| Agenda |  |  |
| Risk statements in template for all participants and facilitators |  |  |
| TERR Tool with preloaded risk statements |  |  |
| PowerPoint presentation with risk statements |  |  |
| Printed consequence and confidence tables |  |  |
| Participant name tags |  |  |
| Tasmanian Emergency Risk Management Guidelines  |  |  |
| Laptop, projector, speakers, laser pointer |  |  |
| Maps, handouts etc., as appropriate |  |  |
| Stationery, notepads, markers etc. |  |  |